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615729  
1 10 21

THE WHITE HOUSE  
WASHINGTON

September 30, 1988

MEMORANDUM FOR THE CHIEF OF STAFF

THROUGH: MARI MASENG  
FROM: ELIZABETH BOARD *EB*  
SUBJECT: Request for Interviews from Conus

Conus Communications has requested live interviews with you for local anchors from some of their major market television clients on Thursday, October 20. They propose to talk about the fall campaign, the elections and what the Administration has accomplished with Congress.

Conus now has nearly 80 stations on their client list for which they prepare Washington news reports as well as conducting live satellite interviews between local anchors and Washington figures. They prefer to set up the live interviews for the 5:00-5:30 p.m. news programs. During that half-hour, you would be interviewed by six local anchors. Each station would have a window of five minutes. The interview itself would be about three minutes long.

Conus has the necessary facilities here to do the interviews from your office or the Roosevelt Room with minimum set-up time. There would be two-way audio but not video -- so although they would see and hear you, you would only be able to hear the local anchor. You would be on live in the eastern time zone markets. Western markets would be live to tape.

Please let me know if you would like to do these interviews. The date is flexible.

\_\_\_\_\_ Yes

\_\_\_\_\_ No

THE WHITE HOUSE  
WASHINGTON

October 19, 1988

MEMORANDUM FOR THE CHIEF OF STAFF

FROM: ELIZABETH BOARD *EB*

SUBJECT: Conus Interviews

Your Conus interviews with local television anchors via satellite are scheduled for 5:00 - 5:30 p.m., Thursday, October 20, in the Roosevelt Room. The main focus of the interviews is the election, the Reagan legacy, and the legislative agenda.

So far, Conus has only received a commitment for an interview from KSNW-TV in Wichita (NBC) and the Financial News Network (FNN). FNN, with bureaus in New York and Los Angeles, syndicates a half-hour news program to cable systems and "Business This Morning," which is currently seen in 140 markets. They will no doubt want to also talk about the economy.

Conus has received strong interest from four other stations, but the producers would not commit to an interview before Thursday. These are: WDTN-TV, Dayton (ABC); KMBC-TV, Kansas City (ABC); WTKR-TV, Norfolk (CBS); and WTVC-TV, Chattanooga (ABC).

I would prefer that Conus have more than 2 interviews definitely booked for this session. If they do not come up with more interviews Thursday, I may suggest cancelling the session.

*615729*  
*FG006-01*  
*LT001*  
*PRO16*  
*PL*  
*FG001*  
*LE*

*Sept 30, 88 memo for the Chief of Staff  
through Mari Masens from Elizabeth  
Board*

THE WHITE HOUSE

WASHINGTON

September 30, 1988

MEMORANDUM FOR THE CHIEF OF STAFF

THROUGH:

MARI MASENG *MM*

FROM:

ELIZABETH BOARD *EB*

SUBJECT:

Request for Interviews from Conus

Conus Communications has requested live interviews with you for local anchors from some of their major market television clients on Thursday, October 20. They propose to talk about the fall campaign, the elections and what the Administration has accomplished with Congress.

Conus now has nearly 80 stations on their client list for which they prepare Washington news reports as well as conducting live satellite interviews between local anchors and Washington figures. They prefer to set up the live interviews for the 5:00-5:30 p.m. news programs. During that half-hour, you would be interviewed by six local anchors. Each station would have a window of five minutes. The interview itself would be about three minutes long.

Conus has the necessary facilities here to do the interviews from your office or the Roosevelt Room with minimum set-up time. There would be two-way audio but not video -- so although they would see and hear you, you would only be able to hear the local anchor. You would be on live in the eastern time zone markets. Western markets would be live to tape.

Please let me know if you would like to do these interviews. The date is flexible.

Yes

No

61574D  
4800  
FB006-01  
FG022710  
RANGE,  
REBECCA

9

615740  
FB006-01

Rebecca  
Range  
Central file

# Chairman's Committee

The Honorable Paul G. Rogers, Chairman

Dr. Lysis F. Affronti  
 Mr. John Anello, Jr.  
 The Honorable and Mrs. Beryl F. Anthony, Jr.  
 The Honorable and Mrs. William L. Armstrong  
 Dr. Robert Austrian  
 Dr. Lowell F. Barker  
 The Honorable and Mrs. John Bates  
 The Honorable Birch E. Bayh, Jr.  
 Dr. Edward A. Beaman  
 Mr. and Mrs. Stuart A. Bernstein  
 The Honorable and Mrs. Rudolph E. Baschwitz  
 The Honorable Otho R. Boyen, MD  
 The Honorable and Mrs. Bill Bradley  
 Dr. Edward M. Brandt, Jr.  
 Mr. Michael D. Bramberg  
 Mr. Harold Burson  
 The Honorable and Mrs. Robert C. Byrd  
 Mr. and Mrs. Harvey Cherner  
 The Honorable and Mrs. Anthony Coelho  
 Dr. Milton Corn  
 Dr. and Mrs. John M. Dailey  
 Mr. and Mrs. Nelson Dickelbaum  
 Mr. David Dickelbaum  
 Dr. John Delgado  
 The Honorable and Mrs. John D. Dingell  
 Mr. and Mrs. Richard Dubin  
 Dr. and Mrs. Richard J. Duma  
 The Honorable and Mrs. David Durenberger  
 Mr. George W. Ebright  
 Dr. and Mrs. Roger O. Egeberg  
 Mr. and Mrs. Melvin J. Estrin  
 Mr. and Mrs. Frank J. Fahrenkopf, Jr.  
 The Honorable Barney Frank  
 Dr. Glenn Geelhaed  
 Mr. and Mrs. Peter L. Gilsdy  
 The Honorable and Mrs. John Glenn  
 The Honorable and Mrs. Charles E. Grassley  
 Mr. and Mrs. Joseph Guerrieri  
 The Honorable and Mrs. Orrin G. Hatch  
 Dr. William M. Heller  
 Dr. David K. Henderson  
 Dr. and Mrs. Howard Hendler  
 Dr. Harold L. Hirsh  
 The Honorable and Mrs. Ernest F. Hollings  
 Dr. and Mrs. Gabriel Jaffe  
 Dr. William S. Jordan  
 Mr. and Mrs. Jerome A. Kaplan  
 Mr. Stanley G. Karson  
 The Honorable Nancy L. Kassebaum  
 Mr. Paul Akio Kawata  
 Mr. and Mrs. Alan Kay  
 Mr. and Mrs. Marvin Kay  
 Mr. and Mrs. Christopher Kennedy  
 The Honorable Edward M. Kennedy  
 The Honorable Joseph P. Kennedy, II  
 The Honorable John F. Kerry

Mr. Austin H. Kiplinger  
 Mr. Mark R. Knovics  
 Mr. and Mrs. Norman Korn  
 Mr. and Mrs. John T. Koutsoumpas  
 Mr. and Mrs. John T. Koutsoumpas, Jr.  
 Dr. Richard M. Krause  
 Mrs. Albert D. Lasker  
 Dr. and Mrs. LaSalle D. Lefkoff, Jr.  
 Dr. Richard G. Lester  
 Mr. and Mrs. Mel Levinson  
 Mr. Jeffrey Levi  
 Dr. and Mrs. Albert Lichtman  
 Dr. and Mrs. Thomas E. Malone  
 Mr. Charles S. Marwick  
 The Honorable Barbara Mikulski  
 The Honorable Constance A. and Mr. Anthony Morella  
 Rear Admiral and Mrs. William M. Narba  
 Dr. Susan Owens  
 The Honorable and Mrs. Charles Pashayan, Jr.  
 Dr. Paul Pepe  
 Dr. Robert G. Petersdorf  
 Dr. Donald M. Poretz  
 The Honorable Larry Pressler  
 Dr. Robert Redfield  
 The Honorable Rajni Regala  
 The Honorable Donald W. Riegle, Jr.  
 Dr. Richard S. Ross  
 Dr. DeWitt Roy  
 Dr. Albert Sabiu  
 Mr. Marvin Sadler  
 Dr. James H. Sammons  
 Dr. Jay P. Sanford  
 Dr. David Satcher  
 Dr. Carl Schramm  
 The Honorable Richard S. Schweiker  
 Drs. Smith and H. Jean Shadomy  
 Mr. Victor Shargat  
 Rear Admiral and Mrs. Tatwell Taylor Shepard, Jr.  
 The Honorable and Mrs. Robert T. Stafford  
 Ms. Rita Sterling  
 The Honorable and Mrs. Ted Stevens  
 The Honorable Gery E. Studds  
 Dr. Lazlo N. Tupper  
 Dr. Samuel O. Thier  
 The Honorable Strom Thurmond  
 Dr. and Mrs. John P. Utz  
 The Honorable and Mrs. Douglas Walgren  
 The Honorable Henry A. and Janet Waxman  
 The Honorable and Mrs. Lowell P. Weicker  
 Dr. Karl A. Western  
 Mrs. W. Leonard Weyl  
 The Honorable and Mrs. Pete Wilson  
 The Honorable and Mrs. Timothy E. Wirth  
 The Honorable and Mrs. James C. Wright  
 The Honorable and Mrs. Ronald Wright  
 Dr. Mohsen Ziai

*Legis*  
 You are Invited  
 to Honor

C. Everett Koop, MD  
 Surgeon General of the United States



1988 Maxwell  
 Finland  
 Award  
 in Infectious  
 Diseases

# Program

Program Chairman — *The Honorable Paul Rogers and  
The National Foundation for Infectious Diseases*

Will Host

The Maxwell Finland Award Dinner

Wine & Cheese Reception  
6:00 to 8:00 PM

Music by the Strolling Strings

Maxwell Finland Dinner  
8:00 to 10:15 PM

Presentation of The Maxwell Finland Award In Infectious Diseases

To  
Surgeon General C. Everett Koop, MD

Acceptance Speech

The Capitol Steps  
Complete the 1988 Election with Rollicking Political Satire

Valet Parking Available • Black Tie • RSVP Card Enclosed • Near Metro Center

# You are Cordially Invited to Attend

The Maxwell Finland Award Dinner

Monday, the Twenty-First of November  
Nineteen Hundred and Eighty-Eight  
At Six O'Clock

THE GRAND HYATT HOTEL  
Independence Ballroom  
1000 H Street, NW  
Washington, DC

To Honor  
C. Everett Koop, MD  
Surgeon General of the United States

For his courageous leadership in this nation's fight against AIDS and other highly infectious diseases, the Board of the National Foundation for Infectious Diseases has chosen C. Everett Koop, MD, as the first recipient of the Maxwell Finland Award in Infectious Diseases. Dr. Koop will Present an address upon acceptance of the Award.

The Award is named for the late Maxwell Finland, MD, pioneer in antibiotic therapy and leader in the infectious diseases arena. The Award was designed by sculptress Sharon Gainsbury to artistically express deoxyribonucleic acid (DNA), the double helix chain of life, key to understanding life and controlling disease, symbol of the National Foundation for Infectious Diseases.

Your donation will be used to support research and education in infectious diseases including AIDS. The National Foundation for Infectious Diseases is a non-profit 501(c)3 foundation. For further details, please call 301/696-0003.



*Respected  
Program*



Surgeon General's Award  
P.O. Box 32073  
Washington, DC 20007





Ms. Rebecca Range  
Assistant to the President for  
Public Liaison  
The White House  
1600 Pennsylvania Avenue, NW  
Washington, DC 20500

615764  
FG00001

Office of the Special Assistant to the  
President for White House Operations - Claire O'Donnell

Current Operation

Claire O'Donnell's office works for the Assistant to the President for Operations. This office is responsible for managing the administrative resources of the White House Office, controllership over White House funds, facilities and personnel allocations, the issuance of privileges to White House staff members and operation of the Executive Residence. The following offices report directly to this office:

- White House Administrative Office
- White House Personnel Office
- White House Transportation and Telegraph Office
- White House Telephone Service
- White House Visitors Office
- White House Photographic Office
- Office of Administration Counsel
- Executive Residence

Below is brief summary as to how each of these offices operations.

White House Administrative Office

Current Operation

The White House Administrative Office is staffed by eight individuals - five of whom are career personnel. The office provides a wide variety of administrative functions to the White House Staff. These functions include such areas as an administrative contact network system, budget, entertainment expenses, EOP conference rooms, mementos, parking, payroll, printing, processing of invoices, procurement, RNC liaison on political invoices, subscriptions, travel, etc. Attached is an organization chart for this office. (See Tab A.)

White House Personnel Office

Current Operation

The White House Personnel Office is staffed by three individuals, two career personnel and one non-career personnel. This office is responsible for analyzing all personnel requests and preparing recommendations based on the candidates' employment and salary history and established precedents and policies. They also recommend qualified candidates to office heads looking for employees at the staff support level. In addition, this office coordinates all detail assignments to the White House with White House Liaisons in the Executive departments and agencies. The

White House Personnel Office prepares the White House Staff Book, special staffing reports for various offices and updates the Commissioned Officer's List on a monthly basis. Finally, and most importantly, this office meets with all new White House employees, including Presidential Commissioned Officers, to assist in the completion of various appointment papers.

#### White House Transportation and Telegraph Office

##### Current Operation

The White House Transportation and Telegraph Office provides a wide range of telegraphic and travel services to the White House staff. The Telegraph Office processes incoming and outgoing telegrams, mailgrams, cables, telex, TWX and Facsimile traffic for the President, the First Lady, the Vice President and the White House staff.

The Transportation Office provides a full service travel operation, including airline and rail reservations and ticketing. They also serve as liaison between the White House and State Department, coordinating the issuance of Diplomatic and Officials passports. The Transportation Office is also responsible for chartering a Press Plane from a commercial airline for presidential trips. They arrange for the charter or leasing of required ground transportation for the White House press corps; and finally, determine pro-rata share for each travelling White House press corps member to cover the cost of air travel and ground transportation.

#### White House Telephone Service

##### Current Operation

The White House Administrative Switchboard is staffed by 20 career personnel. They provide swift, accurate and personalized service to the President and the Vice President, their families and staffs, Cabinet Members, the United States Secret Service and other supporting elements. It is an integral part of the White House communications network. It is a modified Western Electric 608-A switchboard consisting of nine operating positions and one control position. It has a capacity of 560 direct manual drops and 480 trunk circuits. The White House Telephone Service prepares the President's Telephone Access List which indicates the individuals who are authorized direct telephone contact with the President.

#### White House Visitors Office

##### Current Operation

The White House Visitors Office has seven employees (six are non-career) and one "permanent" volunteer. The Visitors Office coordinates ticketing for all State Arrival Ceremonies which

occur on the South Lawn of the White House. This office is also responsible for the annual White House Easter Egg Roll which occurs on the Monday after Easter Sunday. The Visitors Office coordinates all White House Christmas tours, including the entertainment for those tours. Additionally, they work with the National Park Service in obtaining entertainment of the event of the lighting of the National Christmas Tree on the Ellipse. However, this office is primarily responsible for booking reservations for the Congressional Tour which is a semi-private, guided tour given in the early morning Tuesday through Saturday. Public Tours which run 10:30 a.m. to 12:00 p.m. Tuesday through Saturday.

### White House Photographic Office

#### Current Operation

The White House Photographic Office provides photographic documentation of the Presidency. Official photographers cover all activities on the official calendars of the President and First Lady. Activities on the private calendars of the President and First Lady are covered as requested. Coverage of non-Presidential, non-First Lady activity is limited to official in-house events. The White House Photographic Office is composed of eleven staff members (four official photographers) plus the White House Communications Agency (WHCA) provides military photographic laboratory personnel.

### The Office of General Counsel (Office of Administration)

#### Current Operation

Even though the Office of General Counsel, Office of Administration, is not directly assigned to the Special Assistant for White House Operations, they do provide legal services as requested. Some examples of substantive issues on which OA General Counsel provides advice/guidance to the White House Office are as follows:

- EOP Budget Issues: Interpretation of appropriations for WHO, including use of unanticipated needs account.
- Contracts: Review contracts such as those for lodging when the President and staff travel on official business.
- Detailees: Advise and coordinate the use of detailees consistent with the applicable personnel regulations and recent congressional oversight guidance.
- Use of Rooms: Review proposed use of ceremonial rooms by EOP officials and by outside groups to determine whether use of consistent with appropriations restrictions and creates no conflict of interests.
- Ethics Issues: Provide advance on general ethics matters and specifically review financial disclosure reports as requested.

## Executive Residence

### Current Operation

The Executive Residence Staff, headed by the Usher's Office, is composed of 93 career federal employees whose primary responsibility is directly to the President and First Lady for the operation of their personal household, insuring the comfort, well-being and privacy of the First Family and their guests. There is a complete household staff -- chefs, butlers, maids, housemen and florists.

The staff also includes curators, carpenters, painters, operating engineers, plumbers and electricians to provide for the operation, maintenance, preservation and conservation of the Executive Residence, its furnishings and the White House Fine Arts Collection.

UNCLAS (SENSITIVE)

CLASSIFICATION

CIRCLE ONE BELOW

MODE

PAGES

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IMMEDIATE

SECURE FAX # \_\_\_\_\_

DTG \_\_\_\_\_

PRIORITY

ADMIN FAX # \_\_\_\_\_

RELEASER \_\_\_\_\_

ROUTINE

RECORD # \_\_\_\_\_

FROM/LOCATION

1. CLAIRE O'DONNELL / TITS WITTS HOUSE

TO/LOCATION/TIME OF RECEIPT

1. KATHLEEN LAOD / RENO

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

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6. \_\_\_\_\_

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INFORMATION ADDRES/LOCATION/TIME OF RECEIPT

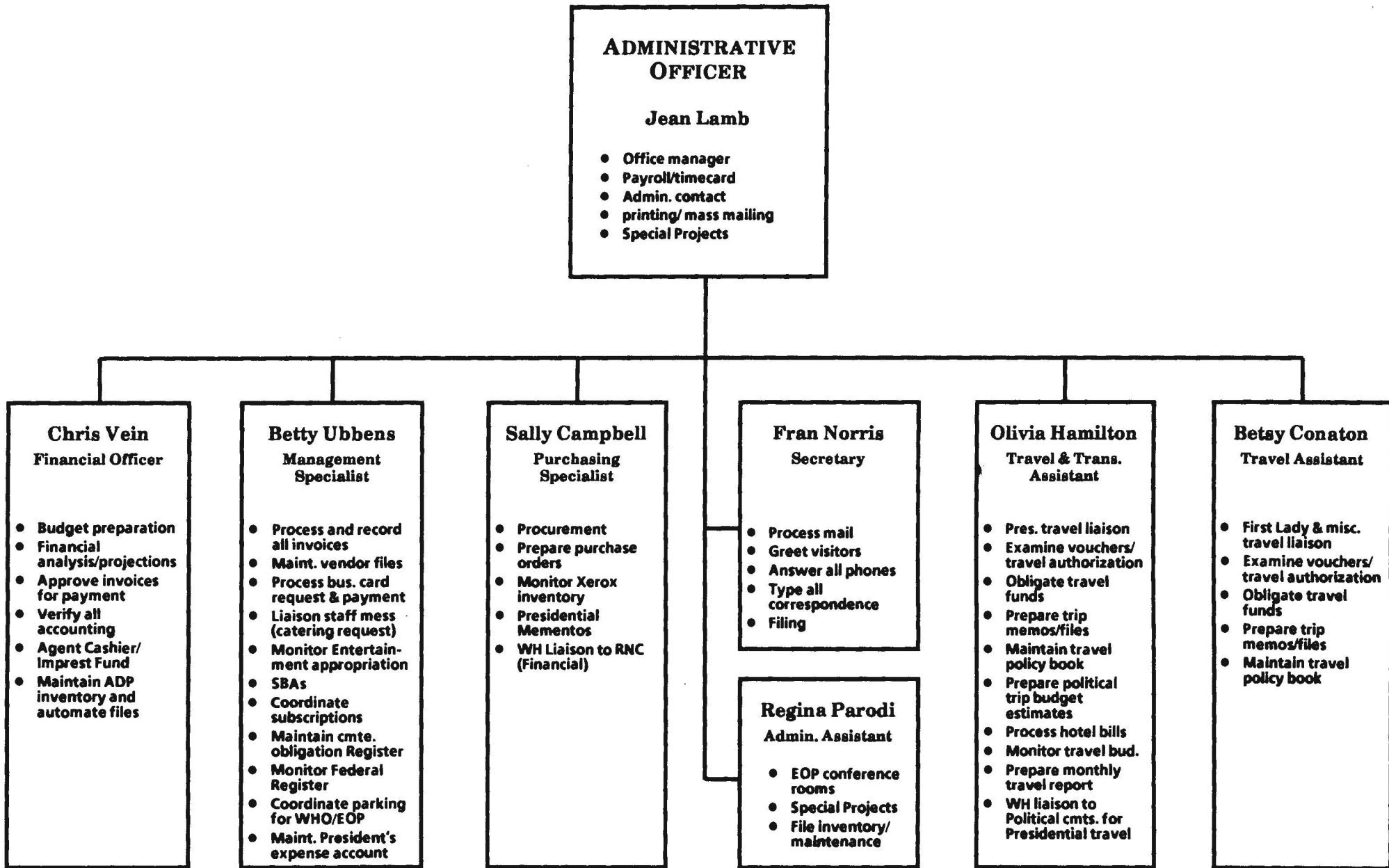
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SPECIAL INSTRUCTIONS/REMARKS:

CLASSIFICATION

# THE WHITE HOUSE ADMINISTRATIVE OFFICE RESPONSIBILITIES



615784

FL0016-01

10/15/84



*R. Dawson*

\*8:30 a.m. release

SCHEDULED RELEASE DATES  
1988 OCTOBER 1988

7/29/88

(Data are for September, except as noted)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Mfrs inv, ship, orders- Aug (10:00) New construction expend- itures-Aug (10:00)	4	5 Monthly auto sales (4:00)	6 Yields on conventional mtgs (FNLBB) Thrift institution activity	7 Employment situation*	8
9	10 HOLIDAY	11 Consumer credit-Aug Wholesale inv & sales Aug (10:00)	12 Qtrly Finan Report- Retail-II (10:00) Crop production (3:00) World agr supply/ demand (3:00)	13 Mdsa exports (fas) & imports (cif)-Aug* Housing completions- Aug (10:00) World crop prod (3:00) 10-day auto sales (4:00)	14 Advance retail sales* Producer prices* Industrial production (9:15)	15
16	17 Capacity utilization Mdsa exports (fas) & imports (cv)-Aug (10:00) Mfg & trade inv & sales- Aug (10:00)	18 State personal income-II State emp & unemp-Aug (10:00)	19 Housing starts*	20	21 Consumer prices* Real earnings (2:00) Cattle on feed (3:00)	22
23	24 Mo Treas Stmt (2:00) Emp & earnings character- istics of families-III (tentative)	25 Advance durable shipments & orders* Employment cost index-III (10:00) Usual weekly earnings-III (tentative) 10-day auto sales (4:00)	26 GNP-III prel.* Major collective bargain- ing-III (10:00) Loans & securities Yields on FMA mtgs	27 Personal income (10:00) GNP detailed tables Export & import price indexes-III (10:00)	28 Housing vacancies-III (10:00) Revised housing permits (latest month only)	29
30	31 Productivity-III prel (10:00) Agr prices-Oct (3:00)					

THE WHITE HOUSE  
WASHINGTON

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FG006-01

MCO03

*Action complete*

September 20, 1988

MEMORANDUM FOR A. B. CULVAHOUSE

FROM: JOHN TUCK *JT*

SUBJECT: JUD SOMER REQUEST

Duberstein has been invited by Jud Somer of Goldman Sachs to brief a select group of their high ranking officers in an informal context in New York in the near future. The briefing would be general in nature and touch on the political situation, as well as a legislative outlook for the duration of this Congress.

Do you have any difficulty with Duberstein accepting this invitation in his capacity as Chief of Staff?

October 17, 1988

616004

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J5001

CIL00301

NOTE FOR M.B. OGLESBY, JR.

FROM: ALAN M. KRANOWITZ *AMK*

SUBJECT: Jim Brady's Disability Compensation

When the Senate passed the amendment to the Federal Leave Sharing Bill (H.R. 3757) to lift the disability pay cap for Federal employees injured in assassination attempts, it covered all assassination attempts except those involving the President or Vice President. Thus, Jim Brady's disability pay still would have been capped.

The House and Senate have now passed an enrollment correction resolution (H. Con. Res. 388) to correct the error in H.R. 3757 and extend coverage to Presidential and Vice Presidential assassination attempts, thus lifting the disability pay cap for Jim Brady.

cc: Dan Crippen

Oct 24, 88 Note from M.B. Oglesby, Jr.  
for R. Brett Dawson

THE WHITE HOUSE  
WASHINGTON

Date: 10/14/88

**FOR:** RHETT DAWSON

**FROM:** M. B. OGLESBY, JR.

- Action
- Your Comment
- Let's Talk
- FYI

Senior advisers recommend  
signing.

THE WHITE HOUSE  
WASHINGTON

6016042  
FG00601

September 7, 1988

MEMORANDUM FOR REBECCA RANGE

FROM:

JOHN TUCK *JT*

SUBJECT:

MEMO FOR KEN DUBERSTEIN OF SEPTEMBER 1, 1988

I need some help in prioritizing your recommended schedule of Fall Courtesy Calls/Events. Please indicate for me the recommended overall priority of these events so that I can make a cut at getting approximately 1/2 to 2/3's of them on the Chief of Staff's schedule.

Thanks.

THE WHITE HOUSE

WASHINGTON

September 1, 1988

MEMORANDUM FOR KENNETH DUBERSTEIN, CHIEF OF STAFF TO THE  
PRESIDENT

FROM: REBECCA G. RANGE, DEPUTY ASSISTANT TO THE  
PRESIDENT AND DIRECTOR OF PUBLIC LIAISON

*Rebecca G. Range*

SUBJECT: Potential Fall Courtesy Calls/Events

The following is a list of potential courtesy calls and events we could host on your behalf. Please indicate your interest in each.

BUSINESS

SMALL BUSINESS LEGISLATIVE COUNCIL LUNCHEON ADDRESS

PARTICIPANTS: 45 CEO's of member trade associations

LOCATION: Washington, D.C. *9/22 lunch*

ISSUES: Business Agenda

ACCEPT: \_\_\_\_\_ REGRET: \_\_\_\_\_

AMERICAN BUSINESS CONFERENCE OFF-THE-RECORD LUNCHEON

PARTICIPANTS: 75 - 100 CEO's of high growth companies

LOCATION: Washington, D.C., Sheraton Grand Hotel  
September 28 or 29

ISSUES: Economics and Trade

ACCEPT: \_\_\_\_\_ REGRET: \_\_\_\_\_

CEO LUNCHEON SERIES

PARTICIPANTS: 12 Corporate CEO's per lunch (2 or 3 lunches)

LOCATION: Roosevelt Room

ISSUES: Business Agenda

ACCEPT: \_\_\_\_\_ REGRET: \_\_\_\_\_

ETHNIC/MINORITY

HISPANIC GOP AND BUSINESS LEADERS COURTESY CALL

PARTICIPANTS: 15 Hispanic Republican activists and  
business leaders

LOCATION: Roosevelt Room

ISSUES: Education and Defense

ACCEPT: \_\_\_\_\_ REGRET: \_\_\_\_\_

ASIAN-AMERICAN LEADERS COURTESY CALL

PARTICIPANTS: 15 heads of Asian-American  
organizations, with Anna Chennault,  
Chairman of the Republican  
Heritage Groups Council

LOCATION: Roosevelt Room

ISSUES: Education, Asian Appointment to Civil Rights  
Commission

ACCEPT: \_\_\_\_\_ REGRET: \_\_\_\_\_

EASTERN EUROPEAN REPRESENTATIVES COURTESY CALL

PARTICIPANTS: 15 Representatives of East European-American  
Constituencies

LOCATION: Roosevelt Room

ISSUES: Soviet Relations, Defense, International  
Broadcasting

ACCEPT: \_\_\_\_\_ REGRET: \_\_\_\_\_



OTHER

THINK TANK ORGANIZATIONS COURTESY CALL

PARTICIPANTS: 8-10 thought-leaders including Heritage, American Enterprise Institute, Hudson Institute, CATO National Endowment for Democracy and other.

LOCATION: Roosevelt Room

ISSUES: Defense and Foreign Policy

ACCEPT: \_\_\_\_\_ REGRET: \_\_\_\_\_

VETERANS ORGANIZATIONS COURTESY CALL

PARTICIPANTS: Heads of 7-12 veterans groups.

LOCATION: Your Office in Late September -- perhaps in conjunction with signing of Cabinet Status bill.

ISSUES: DoD veto, SDI and related Defense Issues

ACCEPT: \_\_\_\_\_ REGRET: \_\_\_\_\_

CONSERVATIVE THOUGHT LEADERS COURTESY CALL

PARTICIPANTS: Five to ten conservative thought leaders including Citizens for Reagan and Liberty Federation

LOCATION: Roosevelt Room

ISSUES: Conservative Agenda

ACCEPT: \_\_\_\_\_ REGRET: \_\_\_\_\_



THE WHITE HOUSE

WASHINGTON

August 12, 1988

MEMORANDUM FOR KENNETH DUBERSTEIN  
CHIEF OF STAFF TO THE PRESIDENT

FROM: REBECCA G. RANGE  
DEPUTY ASSISTANT TO THE PRESIDENT AND  
DIRECTOR OF PUBLIC LIAISON

SUBJECT: Luncheon Hosted by the Small Business  
Legislative Council

The Council has invited you to address its annual CEO luncheon on September 22, 1988. I recommend that you accept this invitation.

The Council is an influential part of the small business community, representing, through its 90 member trade associations, the interests of over four million small, women owned, and minority business in all industries.

The Council has supported the President's economic recovery and regulatory reform initiatives and last year's deficit reduction agreement. Their top priorities at this time include opposition to government mandated benefits and product liability reform. Most recently, the Council worked closely with us to oppose plant closings legislation even though most of the Council's members fall below the 100 employee threshold of the Metzenbaum bill.

Senator Baker had agreed to address the Council's annual meeting earlier this year, but had to cancel at the last minute. Secretary Verity took his place.

Attending this luncheon will be approximately 45 CEOs of the Council's member trade associations. They are typically the senior staff executives of the member associations. Highlights of your presentation would reach millions of small business owners and others through member association newsletters and other publications.

Thank you for your consideration.



THE UNDER SECRETARY OF HEALTH AND HUMAN SERVICES  
WASHINGTON, D.C. 20201

✓  
616060  
1130  
FG00601  
FG022

March 14, 1988

**HHS**

Ms. Nancy J. Risque  
Assistant to the President  
and Cabinet Secretary  
The White House  
Washington, D.C. 20500

Dear Nancy:

Thank you very much for your note regarding Kay Woodward's new responsibility as Director of Cabinet Affairs at the White House.

You have chosen well. Kay's outstanding reputation precedes her. All of us at HHS look forward to working with her in the coming months.

Sincerely,

Don M. Newman  
Under Secretary